



December 4, 2019



**REGIONAL MEMORANDUM**

No. 817, s. 2019

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 801 S. 2019 RE: ASIA PACIFIC  
ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP**

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS  
CONCERNED PERSONNEL**

This Region

1. The Asia Pacific Economic Cooperation (APEC) which was originally scheduled on December 5, 2019, but due to Typhoon Tisoy affecting flights in Manila, the forum will be moved to December 6, 2019 (9:00-5:00 PM) at Amontay Beach Resort, Nasipit, Agusan del Norte
2. For participants who already arranged their travel, accommodation and meals will still be provided.
3. Immediate dissemination of this memorandum to all concerned is highly desired.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC – Office of the Regional Director

Tracking Number  
2019-12-19287

PPRD/gpa  
12/04/2019

DCC No.:

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**DEPARTMENT OF EDUCATION**  
DepED Complex, Meralco Ave., Pasig City



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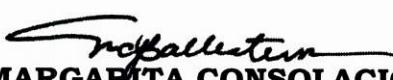
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INTERNATIONAL COOPERATION OFFICE  
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**MEMORANDUM**

TO : **ISABELITA M. BORRES**, Regional Director, Region IX  
**ARTURO B. BAYOCOT**, Regional Director, Region X  
**EVELYN R. FETALVERO**, Regional Director, Region XI  
**ALLAN G. FARNAZO**, Regional Director, Region XII  
**FRANCIS CESAR B. BRINGAS**, Regional Director XIII

FROM :   
**MARGARITA CONSOLACION C. BALLESTEROS**  
Director IV

SUBJECT : **Advisory on the Change of Schedule of the APEC  
Concept Note Writing Workshop on December 5, 2019  
to December 6, 2019.**

DATE : 3 December 2019

This has reference to the unnumbered memorandum dated 8 November 2019 for the conduct of the APEC Concept Note Writing Workshop which was scheduled on December 5, 2019 in Amontay Beach Resort, Nasipit, Agusan del Norte.

The change of date was due to Typhoon Tisoy affecting flights in Manila to other part of the country. The forum will be moved to December 6, 2019 (9:00 am to 5:00 pm) in Amontay Beach Resort, Nasipit, Agusan del Norte.

For participants who already arranged their travel, accommodation and meals will be provided.

In this light, the safety everyone is our utmost concern.

Thank you very much and hoping for your understanding.



November 29, 2019



**REGIONAL MEMORANDUM**

No. 801, s. 2019

**ASIA PACIFIC ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP**

**TO: All Schools Division Superintendents  
This Region**

1. Attached is Unnumbered Memorandum dated November 8, 2019 signed by Margarita Consolacion C. Ballesteros, Director IV, International Cooperation Office, re: Asia Pacific Economic Cooperation (APEC) Concept Note Writing Workshop on December 4-6, 2019 in Butuan City. Also attached hereto is the list of confirmed participants to attend the above-mentioned workshop.
2. The workshop aims to impart knowledge, guidance, and to acquaint the Department of Education's officials on getting APEC Funding in the education sector.
3. Further details and information are provided in the attached Memorandum.
4. Travelling expenses of participants relative to the conduct of the activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
5. For your information and immediate compliance.

*Francis Cesar B. Bringas*  
**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC – Office of the Regional Director

PPRD/mfa/djm  
11/29/2019



2019-11-18956

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## CONFIRMATION

### Asia Pacific Economic Cooperation (APEC) Concept Note Writing Workshop

December 4-6, 2019  
Butuan City

| NAME                          | POSITION                              | DIVISION              |
|-------------------------------|---------------------------------------|-----------------------|
| Marilou B. Dedumo, CESO V     | Schools Division Superintendent       | Butuan City           |
| Lorenzo O. Macasocol, CESE    | Schools Division Superintendent       | Agusan del Sur        |
| Felisa G. Laranjo, CESE       | Schools Division Superintendent       | Dinagat Islands       |
| Minerva T. Alvis <i>ALBIS</i> | Schools Division Superintendent       | Bayugan City Division |
| Florence E. Almaden, CESE     | Asst. Schools Division Superintendent | Surigao City          |
| Jasmin P. Rendon-Lacuna       | Asst. Schools Division Superintendent | Surigao del Sur       |
| Antonieta O. Narra            | Asst. Schools Division Superintendent | Cabadbaran City       |
| Harem L. Taruc                | Asst. Schools Division Superintendent | Siargao Islands       |
| Lyza Mistula                  | Sr. Education Program Specialist      | Surigao del Sur       |
| Frengie Botoy                 | Sr. Education Program Specialist      | Agusan del Norte      |
| Evelyn Almocera               | Sr. Education Program Specialist      | Bislig City           |
| Nilda A. Mendiola             | Sr. Education Program Specialist      | Tandag City           |
| Grace Y. Urbiztondo           | Sr. Education Program Specialist      | Surigao del Norte     |
| Caroline L. Guerta            | Education Program Supervisor          | Regional Office       |
| Rowena Egay                   | Planning Officer                      | Butuan City           |
| Sonia A. Montalban            | Planning Officer                      | Agusan del Norte      |
| Elmer Nepa                    | Planning Officer                      | Bayugan City          |
| Paul Martinet                 | Planning Officer                      | Agusan del Sur        |
| Margarita T. Delima           | Planning Officer                      | Regional Office       |
| Marilyn F. Antiquina          | Chief, PPRD                           | Regional Office       |

Requested by:

*for: [Signature]*  
**FRANCIS CESAR B. BRINGAS, CESO V**  
Regional Director

TN : 2019-11-18937



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**MEMORANDUM**

TO : **ISABELITA M. BORRES**, Regional Director, Region IX  
**ARTURO B. BAYOCOT**, Regional Director, Region X  
**EVELYN R. FETALVERO**, Regional Director, Region XI  
**ALLAN G. FARNAZO**, Regional Director, Region XII  
**FRANCIS CESAR B. BRINGAS**, Regional Director XIII

FROM : *[Signature]*  
**MARGARITA CONSOLACION C. BALLESTEROS**  
Director IV

SUBJECT : **ASIA PACIFIC ECONOMIC COOPERATION (APEC)**  
**Concept Note Writing Workshop on 4-6 December**  
**2019 in Butuan City**

DATE : 8 November 2019

The Department of Education assumed the Philippine Asia Pacific Economic Cooperation – Human Resource Development Working Group (PHL-APEC HRDWG) last 10 March 2017 and ICO, as the lead office for international matters, was assigned to serve as the Secretariat of the working group. The PHL-APEC HRDWG is composed of nine (9) other member agencies, namely Department of Foreign Affairs (DFA), the Commission on Higher Education (CHED), the Department of Labor and Employment (DOLE), the Department of Science and Technology (DOST), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), the Department of Trade and Industry (DTI), the Department of Health (DOH), and the Professional Regulation Commission (PRC).

The **APEC HRDWG** is one of the 14 Working Groups of APEC and conducts its projects through the following networks: Education Network (EDNET), Labor and Social Protection Network (LSPN), and Capacity Building Network (CBN). In the Philippines, the member-agencies responsible for each Network are as follows: EDNET – DepEd, CHED and DOST; LSPN – DOLE, DFA, DSWD, PRC, and DOH; CBN – TESDA and DTI.

Projects are also an essential part of APEC's efforts to support sustainable economic growth and prosperity in the Asia-Pacific region. They help translate APEC Ministers' and Economic Leaders' policy directions into actions, and create tangible benefits for people living in the Asia-Pacific region. APEC projects include seminars, workshops, capacity-building publications, and research. All APEC projects pass through five successive stages which are known as the APEC project cycle.

The initial and a very important stage of the project cycle is the development and submission of a Concept Note. Concept Note preparation and submission involve tedious process as it has to be concise and consistent with APEC's funding guidelines. Hence, to get an approval for APEC funding, it is vital to ensure that the Concept Note is well-planned and carefully and skillfully crafted.

The objective of the workshop is to impart knowledge, guidance, and to acquaint Department of Education's personnel on getting APEC Funding in the education sector.

We are inviting Schools Division Superintendents, Assistant Schools Division Superintendents, Chiefs - Policy, Planning, and Research Division (PPRD), and Senior Education Program Specialists (PPRD).

#### Breakdown of Participants for each Region/Division Office

|                             | SDS | ASDS | CHIEF-PPRD | SEPS-PPRD | TOTAL |
|-----------------------------|-----|------|------------|-----------|-------|
| <i>Monte San Antonio MN</i> | 17  |      |            |           |       |
| Region IX                   | 3   | 3    | 3          | 3         | 12    |
| Region X                    | 4   | 4    | 3          | 3         | 14    |
| Region XI                   | 3   | 3    | 3          | 3         | 12    |
| Region XII                  | 3   | 3    | 3          | 3         | 12    |
| Region XIII                 | 4   | 4    | 6          | 6         | 20    |

\*Please be informed that accommodation and meals during the Workshop will be provided. First meal to be served will be Dinner on 4 December 2019 and last meal is Breakfast on 6 December 2019. Travel expenses including airfare, local transportation, meals not included in the forum and other incidental expenses shall be charged from your local funds.

We will appreciate receiving the confirmed list of participants on or before **25 November 2019**. Kindly email list of confirmed participants to [ico@deped.gov.ph](mailto:ico@deped.gov.ph) and cc [jaymee.carreon@deped.gov.ph](mailto:jaymee.carreon@deped.gov.ph).

The administrative note providing the venue, program and accommodation details shall follow.

For further queries or concerns on the matter, kindly contact our International Cooperation Office (ICO) at telephone number (02) 637-6463 or email address [ico@deped.gov.ph](mailto:ico@deped.gov.ph).

Thank you very much.

**Attachments:**

- A. Concept Note
- B. Tentative Program of Activities



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*Office of the Director*

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## CONCEPT NOTE

### Background and Rationale

The Department of Education assumed the Philippine Asia Pacific Economic Cooperation – Human Resource Development Working Group (PHL-APEC HRDWG) last 10 March 2017 and ICO, as the lead office for international matters, was assigned to serve as the Secretariat of the working group. The PHL-APEC HRDWG is composed of nine (9) other member agencies, namely Department of Foreign Affairs (DFA), the Commission on Higher Education (CHED), the Department of Labor and Employment (DOLE), the Department of Science and Technology (DOST), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), the Department of Trade and Industry (DTI), the Department of Health (DOH), and the Professional Regulation Commission (PRC).

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The initial and a very important stage of the project cycle is the development and submission of a Concept Note. Concept Note preparation and submission involve tedious process as it has to be concise and consistent with APEC's funding guidelines. Hence, to get an approval for APEC funding, it is vital to ensure that the Concept Note is well-planned and carefully and skillfully crafted.

### Objectives

1. To impart knowledge and guidance on how to plan and prepare an APEC Concept Note.
2. To prepare each agencies' sample APEC Concept Note ready for approval.

**Participants of the Forum will include:**

- a. Schools Division Superintendents
- b. Assistant Schools Division Superintendents
- c. Chief, PPRD
- d. Senior Education Program Specialist, PPRD

**Venue and Schedule**

|   | Batch    | Venue        | Date             |
|---|----------|--------------|------------------|
| 1 | Luzon    | NCR          | 21 November 2019 |
| 2 | Visayas  | Bacolod City | 29 November 2019 |
| 3 | Mindanao | Butuan City  | 5 December 2019  |



CONCEPT NOTE WORKSHOP  
PROGRAM OF ACTIVITIES

| Time          | Activity                                                                                                                                                              |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08:30 – 09:30 | Registration                                                                                                                                                          |
| 9:30 – 10:00  | Opening Ceremony<br><b>Welcome Remarks</b><br><b>Director Margarita Ballesteros</b><br>Director IV<br>Department of Education, International Cooperation Office (ICO) |
|               | Cultural Presentations<br>c/o of Regional Office<br>Photo Opportunity<br>Coffee Break                                                                                 |
| 10:00 – 11:00 | Introduction to Asia Pacific Economic Cooperation and Overview of the Workshop                                                                                        |
| 11:00 – 12:00 | Funding Information                                                                                                                                                   |



|              |                                                                                                                                            |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 12:00 – 1:00 | LUNCH                                                                                                                                      |
| 1:00 – 2:00  | Drafting Concept Note Writing                                                                                                              |
| 2:00 – 3:00  | Drafting Project Proposal Writing                                                                                                          |
| 3:00 – 4:00  | Hands-on Learning                                                                                                                          |
| 4:00 – 5:00  | Presentation and Critiquing of Concept Notes                                                                                               |
| 5:00 – 5:15  | Closing Remarks<br><b>Director Margarita Ballesteros</b><br>Director IV<br>Department of Education, International Cooperation Office (ICO) |



# Global Teachers Prize Ambassadors' and Princess Maha Chakri Award Forum on Teacher Excellence

December 06, 2019, Amontay Resort, Butuan City

## Provisional Programme

| Time          | Activities                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:15 – 8:45   | <b>Registration</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8:45 – 9:00   | <b>Opening Ceremony</b> <ul style="list-style-type: none"> <li>Philippine Anthem and ASEAN Hymn</li> <li>Acknowledgement of Officials and Participants</li> <li>Welcome Remarks <p><b>Dr. Francis Cesar B. Bringas</b><br/>Regional Director, DepEd Region CARAGA</p> </li> <li>Statement of Purpose <p><b>Dr. Margarita Consolacion Ballesteros</b><br/>Department of Education, International Cooperation Office (ICO)</p> </li> </ul> |
| 9:00 – 9:15   | <b>Cultural Performances and Tea Break</b>                                                                                                                                                                                                                                                                                                                                                                                               |
| 9:15 – 9:30   | <b>Presentation of the International Teacher Award Giving Bodies/Organizations</b> <p><b>Dr. Margarita Consolacion Ballesteros</b><br/>Department of Education, International Cooperation Office (ICO)</p>                                                                                                                                                                                                                               |
| 9:30 – 9:45   | <b>Audio Visual Presentation</b><br>Global Teacher Prize, Princess Maha Chakri Award, ASEAN Prize Award, Kore-Philippine Teacher Exchange Program, UNESCO Awards, etc.                                                                                                                                                                                                                                                                   |
| 9:45 – 11:15  | Introduction of Speaker (AVP) <p><b>Dr. Sadat Minandang</b><br/>Amirol Elementary School<br/><i>Princess Maha Chakri Awardee</i></p>                                                                                                                                                                                                                                                                                                     |
| 11:15 – 12:00 | Introduction of Speaker (AVP) <p><b>Dr. Venus Alboruto</b><br/>Surigao City National High School<br/><i>GTP 2019 Top 50 Finalists – “Strategic Intervention Materials (SIMs)”</i></p>                                                                                                                                                                                                                                                    |
| 12:00 – 1:00  | <b>Lunch</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1:00-1:10     | <b>Warmups!</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |



|             |                                                                                                                                                                                                                                             |  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1:10 – 1:55 | <p>Introduction of Speaker (AVP)</p> <p><b>Mr. Francis Tuscano</b><br/> Xavier School, San Juan<br/> <i>GTP 2017 Top 50 Finalists – “empowerED”</i></p>                                                                                     |  |
| 1:55 – 2:40 | <p>Introduction of Speaker (AVP)</p> <p><b>Mr. Ryan Homan</b><br/> Gimagaan Elementary School<br/> <i>GTP 2018 Top 50 Finalists – “Balsa Basa”</i></p>                                                                                      |  |
| 2:40-2:50   | <b>Tea Break</b>                                                                                                                                                                                                                            |  |
| 2:50-3:35   | <p>Introduction of Speaker (AVP)</p> <p><b>Dr. Jesus Insilada</b><br/> Caninguan National High School<br/> <i>Princess Maha Chakri Awardee</i><br/> <i>GTP 2018 Top 10 Finalists – “Culture-Base Education”</i></p>                         |  |
| 3:35-4:15   | <p><b>Creating a Teacher Portfolio</b></p> <p><b>Ms Joyce Dyan Tee</b><br/> Education Unit Head<br/> Metrobank Foundation Inc.</p>                                                                                                          |  |
| 4:15 -4:20  | <p><b>Video Messages</b></p> <p><b>Mr. Mark Reid</b><br/> Varkey Teacher Ambassador<br/> GTP 2015 Top 50 Finalist</p>                                                                                                                       |  |
| 4:20 – 4:30 | Messages and Reflections from the Participants                                                                                                                                                                                              |  |
| 4:30 – 5:00 | <p><b>Closing Ceremony</b></p> <p><b>Presentation of the Certificates</b></p> <p><b>Closing Message</b></p> <p><b>Dr. Margarita Consolacion C. Ballesteros</b><br/> Department of Education<br/> International Cooperation Office (ICO)</p> |  |

